

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Human Resources

**DATE:** August 22, 2023

**REQUESTED ACTION:** Request approval of a Memorandum of Understanding (MOU) between Clark County (County) and the Juvenile Detentions Officers' Guild (Guild) detailing the terms and conditions regarding the Baker Tilly Classification and Compensation Study (Study).

\_\_\_\_\_ Consent      X   Hearing    \_\_\_\_\_ County Manager

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## BACKGROUND

The Clark County Council (Council) approved a contract with Baker Tilly to conduct a countywide classification and compensation study in 2022. The Executive Committee, including the Deputy County Manager, Sheriff and Treasurer, directed the Study and presented information to the Council in July 2023. Furthermore, the Council approved funding to be dedicated to the Study during the 2023 annual budget process.

Clark County has negotiated in good faith with the Guild and request approval for the following:

Effective January 1, 2023

- Move positions below market up to a new market range.
- Positions with salaries already at market will not change.
- Positions with salaries above market will not decrease.
- Salary realignments for 2023 are capped at fifteen percent (15%) or movement to the minimum of the new range.
- The new salary range for Juvenile Detention Lead worker of \$29.84 - \$40.28
- The new salary range for Juvenile Detention Officer of \$27.44 – 37.04.

Pursuant to the Clark County Charter, the Council has oversight of overall compensation policies including, but not limited to, base pay and step increase programs. Additionally, the County Manager has the authority to conduct collective bargaining on behalf of the County and has the authority to administer human resources policies.

All the terms and conditions of the MOU are in accordance with the Council's and County Manager parameters.

## COUNCIL POLICY IMPLICATIONS

Pursuant to the Clark County Charter, the Council has oversight of overall compensation policies including, but not limited to, base pay and step increase programs.

## ADMINISTRATIVE POLICY IMPLICATIONS

## COMMUNITY OUTREACH

**BUDGET IMPLICATIONS**

YES	NO	
X		Operating Budget Impacts
		Capital Budget Impacts
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager.
		Additional budget capacity is necessary and will be requested at the next supplemental or annual budget. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager. This action will be referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

Dollar Amount	\$192,219
Fund	General Fund
Cost Center	
BASUB	
Program	

\_\_\_\_\_  
Emily M. Zwetzig, Budget Director

**DISTRIBUTION:**

Council staff will post all Consent/Separate Business/Hearing staff reports to The Web.  
<https://www.clark.wa.gov/council-meetings>

\_\_\_\_\_  
Kathleen Otto  
County Manager

APPROVED: \_\_\_\_\_  
CLARK COUNTY, WASHINGTON  
CLARK COUNTY COUNCIL

DATE: Aug. 22, 2023  
SR# 177-23



**APPROVED:** \_\_\_\_\_  
**Kathleen Otto, County Manager**

**DATE:** \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**CLARK COUNTY JUVENILE DETENTION OFFICERS' GUILD**  
**and**  
**CLARK COUNTY, WASHINGTON**

This Memorandum of Understanding (MOU) between Clark County (County) and the Juvenile Detention Officers' Guild (Guild) is in regard to the results of a Classification and Compensation Study performed by Baker Tilly.

**RECITALS**

- A. The County and the Guild have an established Collective Bargaining Agreement (Agreement).
- B. Article 10 of the Agreement provides details for Compensation.
- C. Exhibit A of the Agreement provides details for the salary range and applicable steps.
- D. Human Resources Policy 9.6 describes the process in which a realignment would be applied.
- E. Human Resources Policy 9.6.3 provides details for realignments that may result in a decrease in the salary range.
- F. The County and the Guild acknowledges the importance of hiring and retaining qualified employees.
- G. The County has engaged with Baker Tilly to conduct a Classification and Compensation Study (Study).
- H. The Study has shown that some positions within the Guild are below market.
- I. A listing of all Guild positions and employee's salary range information is attached.
- J. The County and the Guild have met and come to an agreement.

**AGREEMENT**

The parties agree as follows:

- 1. For the purpose of implementing the applicable realignments based on this Study, the following exception to HR Policy 9.6 will be applied. Additionally, the County and Guild agree to review and discuss the realignment language outlined in HR Policy 9.6 in the Agreement during the next contract negotiations.
  - a. All position that are below market will move up to the new market range. List of positions and their new market range are outlined below.

- b. Positions with salaries already at market will not change.
- c. Positions with salaries above the market will not decrease.
- d. Salary realignments for 2023 are capped at fifteen percent (15%) or movement to the minimum of the new range.
- e. An application summary of how this Study is applied to employees is shown in the attached Table 1.

2. The realignments based on this Study will be effective January 1, 2023.

3. All remaining terms in the Agreement remains in effect.

For the County:

For the Guild:

 8/22/23

Date

Date

Date

Date

Date

Date